

User Guide



When you click on the **I-Maps Simple Locator Map** button two new windows will open. The window on the bottom is an overview map of Leon County. The top window is the **Search Page**. This page allows you to go directly to a location on the map using a **Property Parcel ID**, a **Property Parcel Address**, or a **Street Intersection**. If you do not have this information or would just like to go straight to the map and close the **Search Page** you can choose to [Explore the County](#).

To use the **Search Page** by **Parcel ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click **Find Location**, the **Search Page** will close and you will be zoomed into the property on the map.

To use the **Search Page** by **Parcel Address** you must know the house number, street name and street type (e.g. St, Rd, etc.) Type in the address, click **Find Location**, the **Search Page** will close and you will be zoomed into the property on the map.

To use the **Search Page** by **Intersection** you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes, Click **Find Intersection**, the **Search Page** will close and you will be zoomed into the intersection on the map.

To go directly to the map click [Explore the County](#).

[Explore the County](#)

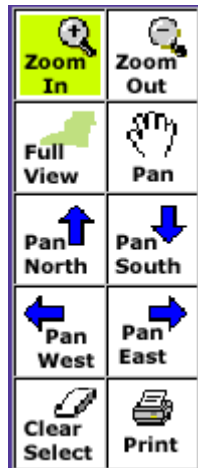


Drop-Down Map Selection

When you have a single specific Property Parcel selected, you can use this drop-down menu to 'jump' to another map (Locator Map, Elections Map, or Historic Resources Map). You will be zoomed in to the Property Parcel you have selected and the Parcel will be selected in the new map.



Map Tools and Information Buttons



Map Tools



Information Buttons

The group of small buttons on the top left side of the screen is your set of **Map Tools**. Use these **Tools** to navigate the map, clear a selected location, and print the map.

The large buttons at bottom left of the screen are your **Information Buttons**. Clicking these buttons opens new windows on top of the map window that contain helpful information.



The "**Search Page**" button will re-open the **Search Page** so that you can use it to locate another property.



For an on-screen explanation of what each tool does, click on the large button on the left side of the screen labeled "**Map Tools.**"

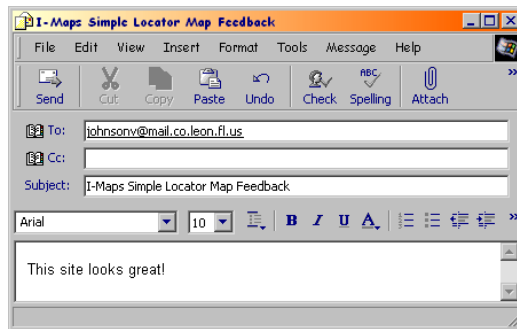
A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy Quick Reference.



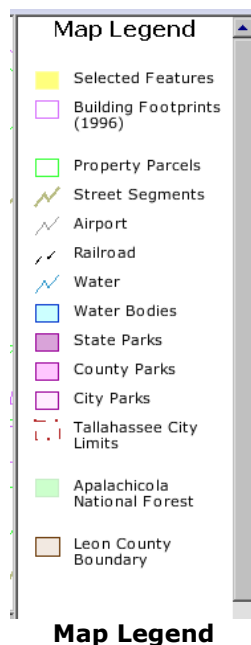
The "**User Guide**" button opens this document.



The button at the bottom is a handy way to “**E-Mail Feedback**” about the map to the GIS staff. It opens a blank e-mail form that is already addressed to the TCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.



Map Legend



The last area of the main window you need to know about is the column on the right side of the screen called “**Map Legend.**” The “Map Legend” is a list of the “Layers” or different features or sets of data shown on your map.

The layers are “scale dependent” meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on the map and in the “Map Legend” list.

Tool Details



Zoom In: Click on the “**Zoom In**” tool in the top group of tools on the left side of the screen. It looks like a magnifying glass with a plus sign on it. It will appear bright green when selected. Now you can “click and drag” anywhere on the map and the map will zoom in to that area. Keep using the “**Zoom In**” tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of these on and off.



Zoom Out: To zoom out, click on the “**Zoom Out**” tool. “Click” it on the map to zoom out. It will appear bright green when selected. It works the same as the “**Zoom In**” tool only in reverse.



Zoom to Full View: Click on this tool and the map will zoom out to the **"Full View"** or extent of the map data or the view you saw when the map window first opened. This tool will not appear in bright green when clicked it will just take the map to the full view.



Pan: To move around to different parts of the map or pan, click on the **"Pan"** tool. It looks like a hand. It will appear bright green when selected. Click the tool on the map, hold the left mouse button down and drag the map in the direction you want to go. Repeat this process until you have located the area of the map you want.



Clear Selected Location: This tool **"Clears"** or un-highlights the selected feature or property on the map. This tool will not appear in bright green when clicked it will just clear the highlight.



Print: Once you have the map looking the way you want on the screen, simply click the **"Print"** tool. A new print interface appears at the bottom of the screen.

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.

Then click on **"Preview Layout."** A new window opens, showing the map available to print. Using the Microsoft Internet Explorer **"File"** and **"Print"** menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and "landscape" page orientation. Then click "OK" to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.